

School Business Alert

May 2002 - Iowa Department of Education – Division of Financial and Information Services

Important CAR and CAR-SES Training Scheduled—Be sure to Attend!

Training on the certified annual report (CAR), fiscal and non-fiscal, and special education supplement (CAR-SES) will be provided over the ICN on June 12 and June 14, 8 a.m. to 1 p.m. Sharon Hawthorne will provide the training on the CAR-SES followed by Janice Evans on the fiscal and non-fiscal CAR. **Both reports have a new format beginning with the FY02 data collection.** To find the ICN site nearest you, view the event detail on the department calendar located at: <http://www.state.ia.us/educate/>

Both the CAR and the CAR-SES will be completely electronic transmittal beginning this year, fiscal year 2001-2002. All the forms will be transmitted using the department's secure application website at: <http://www.edinfo.state.ia.us> The CAR has been divided into fiscal and nonfiscal sections. The following software vendors have participated in the department's electronic transmittal initiative for many years: Data Team, Grant Wood AEA, and Software Unlimited. These three, as well as all of the other known software vendors and providers, were provided draft copies of the fiscal and non-fiscal forms early in the year to begin preparation.

The fiscal section of the CAR consists of the following Parts: Part 2 (general fund only), Parts 3-6, Parts 8-10, Parts 61-65, Parts 18-21, Part 44, Part 66, and Parts 90-92. The LEA/AEA will transmit the data output created by its vendor's software to the DE over the Internet using the secure website. This is very similar to what LEAs and AEAs have done in the past when they sent the diskette to the DE. Beginning this year, the file will be transmitted electronically over the Internet by all LEAs and AEAs rather than mailing any diskette or paper forms.

The non-fiscal CAR will be forms input directly on the website. These forms include the nonpublic textbook claim, foster care claim, juvenile home claim, student attendance (formerly Part 1), personnel and medicaid costing (formerly Parts 7 and 77), fixed asset detail (formerly Part 2), long-term liability detail (formerly Parts 2 and 14), education facility replacement costs (formerly Part 15), bonded indebtedness elections (formerly Part 16), local option sales and services for school infrastructure elections, and voter-approved physical plant and equipment levy elections.

Parts 12, 13, and 17, formerly collected, have been eliminated.

Beginning with the FY03 CAR, the intent is that the fiscal data collection will consist of transmittal of the minimum chart of accounts rather than individual forms. Department staff is developing the minimum level of a chart of accounts that would be necessary to report the information currently collected on the CAR. This minimum chart of accounts will be available on the website as soon as it is completed so that districts and AEAs can make any corrections necessary in their charts of accounts during the 2002-2003 fiscal year. If your district or AEA would like to volunteer as a reviewer, please contact Su McCurdy.

The CAR-SES will also be forms input directly on the website beginning with fiscal year 2001-2002. More information will follow from Sharon.

Form worksheets to use as work papers, instructions, and other information necessary to complete the filing of the CAR and CAR-SES will be available on the department's secure data collection website at the web address above.

Be sure to attend this training to see Sharon and discuss and demonstrate these new website applications!

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Iowa Department of Education Mission:

"Helping communities meet the learning needs of all of their children and adults"

School Business Alert provides timely information about education financial and information issues of interest to Iowa school districts and area education agencies. Contact: Su McCurdy, Iowa Department of Education, 515/281-4738 or su.mccurdy@ed.state.ia.us